

NATIONAL SECURITY COUNCIL  
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June 15, 1976

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MEMORANDUM FOR: MR. BENJAMIN EVANS, JR.,  
The Executive Secretary to the Director  
Central Intelligence Agency

FROM: SAMUEL M. HOSKINSON *SH*

SUBJECT: Job Description

Per your request, I am sending you a description of my responsibilities on the NSC Staff. You may use this information in any way you think will be useful in order to spread the word to the right people within CIA and the Intelligence Community.

Most succinctly put, my job description is as follows:

"Effective June 1, 1976 Mr. Samuel M. Hoskinson has assumed the position of Director for Intelligence Coordination on the NSC Staff. In this capacity, he has assumed senior staff responsibility for all foreign intelligence functions associated with the National Security Council and Executive Order No. 11905. This includes all Operations Advisory Group (OAG) and Committee on Foreign Intelligence (CFI) business as well as NSC Staff activities associated with the semi-annual NSC reviews of the Intelligence Community. Mr. Hoskinson's office will also serve as an NSC Staff focal point for contact and coordination on foreign intelligence business with all elements of the Intelligence Community and other departments, agencies, boards and committees.

Mr. Hoskinson has three staff assistants who have the following specific responsibilities:

- OAG business and other sensitive collection and special activities (Mr. Rob Roy Ratliff, Executive Secretary of the OAG, IDS [redacted], White House secure phone system.)
- CFI and all NFIP questions (Col. Robert Rosenberg, USAF IDS [redacted], White House secure phone system.)

- NSC semi-annual reviews, legislative affairs, legal issues, Freedom of Information and ad hoc special projects (Ms. Roach until July 1, 1976; new staff officer to be appointed thereafter, [REDACTED], White House secure phone system.)

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In terms of the specific operational relationships between our offices, you should be aware of the fact that all incoming official mail to my office -- irrespective of the manner or to whom it is addressed -- is reviewed by me prior to action or staffing. It would, therefore, facilitate consideration if all items sent to my office for action or information were addressed to me.

I hope the above description of the functions and operations of my office are helpful. Please feel free to ask any questions on such clarification.

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